



KENNY C. GUINN
Governor

STATE OF NEVADA
GAMING CONTROL BOARD

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DENNIS K. NEILANDER, *Chairman*
BOBBY L. SILLER, *Member*
MARK A. CLAYTON, *Member*

IT AUDITOR

Position: Agent Information Technology (IT) Auditor, Las Vegas Office

DEFINITION OF CLASS:

This position is responsible for performing the review and approval of associated electronic data processing equipment used in the gaming industry to support business operations. Responsible for performing audits to assess the adequacy of internal controls and the accuracy of data using specialized knowledge of Electronic data processing, Information technology, accounting, auditing, networks, and operating systems. Attest to the integrity, operational effectiveness and efficiency of the Licensee information system including client/servers architecture, workstations and telecommunications. Determine the level of compliance with policies and procedures, state and federal laws, and contractual obligations (e.g., software licenses) regarding privacy and security in data processing. In collaboration with the Licensee will investigate IT security incidents and identify vulnerabilities existing in the client's network environment and systems.

EXAMPLES OF DUTIES:

Associated Equipment Matters:

- Evaluates associated equipment for compliance with Minimum Internal Control Standards, Regulations, Statutes, and Board policies.
- Develops test plans to determine the accuracy, audit ability and security of associated equipment.
- Evaluates the adequacy of gaming licensees' internal control systems as they relate to associated equipment.
- Tracks, monitors and processes applications for associated equipment approval.
- Delegates/performs the walk-through of associated equipment licensee installations.
- Composes trial procedure letters for associated equipment
- Composes final approval letters for associated equipment
- Advises Audit Division And Engineering Division personnel on associated equipment matters as they relate to the performance of associated equipment audits
- Conducts initial consultations with associated equipment manufacturers

Training and Supervision:

- Provides training and guidance to IT Audit Group auditors and engineers

- Provides in-house training presentations relating to associated equipment and IT auditing

Miscellaneous Assignments:

- Performs EPROM duplication approvals
- Performs special projects

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Personnel must possess:

- Knowledge and experience with key technology operations, for example: Networking, Telecommunications, and Open Systems (UNIX, Linux) Database Management, Database Administration and / or new systems development required.
- Knowledge and experience with various programming languages, for example, SQL, Oracle, DB2 Experience, XML etc.
- Experience with inventory accounting systems such as; SAP, J. D. Edwards, Oracle etc.
- ATM Systems Engineering and systems integrating for value transfer related industries (Dollars over wire transactions).
- Working knowledge of accounting and auditing, including generally accepted auditing standards and generally accepted accounting principles
- Working knowledge of the MICS, the division's Audit Handbook, and gaming regulations/statutes
- Working knowledge of the Board's computer applications
- Strong oral and written communication skills
- Professional demeanor and courteous attitude towards supervisors, peers, licensee personnel, gaming equipment manufacturers, as well as the general public
- Sound organizational and analytical skills
- Ability to make rational judgments and sound decisions, as appropriate, and draw reasonable conclusions based on all facts and available evidence
- Ability to handle non-routine assignments
- Capacity to work both efficiently and effectively
- Ability to stay within time constraints
- Ability to handle multiple priorities
- Ability to work both with others and independently, with supervision appropriate to their experience level and the degree of difficulty of the assignment
- Willingness to confront problems and learn from one's mistakes
- Flexibility in adjusting to a variety of workplace environments
- Adaptability to change, including changes in staff, supervisors, and priority of assignments

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

In addition to the Entry-Level Knowledge, Skills and Abilities described above, personnel that have performed this function are expected to possess the following Full Performance Knowledge, Skills and Abilities:

- Specialized knowledge acquired through experience with associated equipment related matters
- Comprehensive knowledge of accounting and auditing, particularly as they relate to information technology audits
- Comprehensive knowledge of gaming regulations, statutes, and Minimum Internal Control Standards
- Ability to handle voluminous work loads and multiple priorities
- Advanced analytical skills required to evaluate the adequacy of procedures performed and conclusions drawn by staff auditors
- Ability to motivate staff
- Excellent organizational skills

EDUCATION AND/OR WORK EXPERIENCE REQUIRED:**Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's degree in computer science, information technology, accounting or business administration and two to five years experience in information systems auditing.
- Two years experience in an information systems, accounting or auditing in a financial analysis environment.

Preferred Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in accounting; or
- Graduation from an accredited college or university with a Bachelor's degree in computer science, information technology, accounting or business administration
- CISA or CISSPS certification preferred

Background Investigation:

A background investigation will be conducted in order to verify the accuracy and completeness of statements contained on the application and to obtain information relevant to predicting successful performance as a Gaming Control Board employee.

Special Note:

Also required is the flexibility to work on out-of-town assignments on short notice or to work at times other than those specified as normal work hours

- Certified Information Systems Auditor
- Certified Information System Security Professional

THE POSITION REQUIRES SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION.
THE STATE GAMING CONTROL BOARD DOES NOT REIMBURSE CANDIDATES FOR INTERVIEW OR
RELOCATION EXPENSES. IN ADDITION TO SENDING YOUR RESUME AND COLLEGE TRANSCRIPTS,
PLEASE DOWNLOAD AND COMPLETE AN APPLICATION FROM OUR WEBSITE (WWW.GAMING.NV.GOV) AND
FORWARD THEM TO THE PERSONNEL OFFICE.